

## Manufactured Home Foundation Assessment Request

**Please Note:** The entity paying for the assessment is responsible for completing, and submitting this form. Johnson Broderick Engineering will **only** correspond, and communicate regarding this assessment with said person, listed below.

This form must be completely filled out.

JBE Office Use Only

**Job #:**

**Client #:**

**TODAY'S DATE:** \_\_\_\_\_

**Submitted By:**

Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### **Important Notices:**

1. It is imperative that this contract be read in its entirety.
2. The "Submitted By" entity, noted above, will be our sole point of contact.
3. Please call our office for fee determination, prior to submitting this form.
4. An **accurately completed** form is required before scheduling can occur.
5. Payment is required prior to scheduling.
6. Once the completed form has been received and reviewed, we will communicate via the phone number you provide above to collect payment and schedule the appointment.
7. A physical signature is required on Page 3. You may: a) Fax the completed request form to **541-338-9483**; b) Scan and email to [MFH@JBE.us.com](mailto:MFH@JBE.us.com); c) Submit via USPS mail, or d) Personally deliver to our office.
8. Our fee is based upon round trip travel time, as well as the distance required to reach said property; originating from Johnson Broderick Engineering's office.
9. **Permission for our assessor to trespass needs to be obtained prior to form submission.** Johnson Broderick Engineering will not coordinate this task, which includes advising the occupant to confine pets / animals.
10. **Clear** and **safe** access to the crawl space is required. If the assessor finds this is not the case the assessment will be terminated and fees will **not** be refunded.
11. Should a reassessment be required, coordination and communications will only continue with the entity originally submitting this form.
12. The following Terms have been reviewed; acceptance is acknowledged by initialing below.
13. A Frequently Asked Questions section is included below. Review is strongly suggested.

\_\_\_\_\_ The above notices (1 through 13) have been reviewed, understood and are agreed to.

Initials

Assessment Criteria:

CONVENTIONAL – CONFORMING (FREDDIE MAC OR FANNIE MAE)

CONVENTIONAL – NON CONFORMING (ATTACH SPECIFIC REQUIREMENTS)

FHA

VA

USDA

Assessment Type:

Initial

Re-assessment

Property To Be Assessed:

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Location Landmark/Unique Identifier: \_\_\_\_\_

Property Description and Access:

Vacant      Occupied - IF occupied, occupant has been advised to confine animals.

Permission to Trespass **has been obtained.**

Occupants contact information:

Name: \_\_\_\_\_

Occupant's Phone No.: \_\_\_\_\_

Notes: \_\_\_\_\_

If a Gated Community, please provide gate code: \_\_\_\_\_

Confirmation Crawl Space and Access is clear. Notes: \_\_\_\_\_

Year Installed: \_\_\_\_\_ (If unit has been moved, explain below)

Additional Information: \_\_\_\_\_

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**Terms:**

Payment is required prior to scheduling assessment. Payment may be made by money order, cashier's check, personal check or credit card. If paying by personal check, scheduling will occur after check has finished bank processing. A 4% Service Fee applies to any balance paid with a credit card. You may call our office at **541-338-9488**, to make a payment with a credit card. This agreement constitutes a contract between you, the client and Johnson Broderick Engineering, LLC. This is a limited assessment based on visible evidence readily available during the assessment. The Assessor will use their skill and judgement to provide an informative and unbiased report. The Borrower/Client understands that no assessment can reveal every detail of a structure that might be of interest. The verbal and written reports are not to be construed as guarantees or warranties of the condition of the structure. The Engineer's maximum liability for loss suffered by the Borrower/Client due to any cause is limited to the amount of the Engineer's fee paid by the Borrower/Client. This shall be the sole exclusive remedy for any loss suffered by the Borrower/Client arising out of the Engineer's performance under this agreement. Unless other arrangements are made, the Engineer will provide the report in electronic format to the Borrower/Client within three business days after the assessment is performed.

**Cancellation:**

If a cancellation is necessary, a minimum fee of \$100.00 will be charged. Cancellations must be made a minimum of 24-hours in advance of scheduled assessment, during business hours. Refunds will not be provided for cancellations made within 24-hours of the scheduled assessment.

Signature:

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

**NOTE:** Only the "Submitted By" contact is allowed to sign above, and has agreed to accept responsibility for payment and coordination of this service.

A physical signature is required.

**Please sign and fax the completed request to:**

**541-338-9483** (fax)

You may also print, **sign**, scan and return the form as noted in Item #7, on Page 1.

JBE must receive a physically signed copy.

~ Frequently Asked Questions are on the following pages ~

## Manufacture Home Foundation (MFH) Assessment, Frequently Asked Questions

- Q1:** How can I gain compliance with the lending requirements for the manufactured home's foundation to close on my loan?
- A1:** To meet the requirements for FHA and conventional lending you must comply with the HUD Permanent Foundations Guide for Manufactured Housing. A professional engineer must certify that the foundation is permanent and in compliance based on an on-site assessment of the MFH and its foundation.
- Q2:** Generally, what constitutes a permanent foundation which satisfies the HUD requirements?
- A2:** In its most elementary definition, a permanent foundation will generally consist of skirting to keep out animals and prevent moisture intrusion while still providing ventilation, a footing system and piers to support the home, and anchorage to resist lateral loads such as high winds or an earthquake. Additionally, site drainage, frost depth protection and attached structures must be observed to assess their structural impact on the existing foundation system. You can refer to the HUD Permanent Foundation Guide for more details.
- Q3:** What is the difference between an initial assessment and a reassessment?
- A3:** If the foundation does not meet current code and/or lending requirements, an upgrade will be necessary. Once work has been completed, please contact our office for the reassessment. Same requestor, process and time frame will apply.
- Q4:** What is an Engineer's MFH Foundation Certification?
- A4:** It is a document from a professional engineer, licensed in the state where the home resides, which certifies that the manufactured home rests on a permanent foundation. It must be a permanent foundation complying with the HUD Permanent Foundation Guide for Manufactured Homes.
- Q5:** Why is a professional licensed engineer required for a MFH foundation certification?
- A5:** Foundation systems vary greatly in size and design. In order to safeguard, life, health and property, to promote the public welfare, and to establish and maintain a high standard of competency and practice, a professional licensed engineer is required.
- Q6:** My home had a manufactured dwelling placement permit when it was originally installed; doesn't that qualify as a MFH foundations certification?
- A6:** Although the manufactured home may have received a placement permit for the original installation of the home onto the existing foundation, receiving a permit does not guarantee that it complies with the current required HUD guidelines.
- Q7:** The MFH has the dealer installed HUD certification label and the data plate, does that mean the home's foundation meets the requirements of the HUD Permanent Foundation Guide for Manufactured Homes?
- A7:** The HUD certification label attached to the ends of each manufactured section of the home pertains to the construction methods and materials used during the factory production of the dwelling prior to placement on site. The engineering certification pertains to the placement of the MFH on a permanent foundations per the current HUD Permanent Foundation Guide for Manufactured Homes.

- Q8:** What are tie-downs, and what is their function on a MFH foundation?
- A8:** Tie-down straps are the most common anchorage and lateral force resisting system installed on MFHs in Oregon. The tie-down strapping is secured to the main support chassis beams of the home and anchored securely to a cast-in-place concrete foundation. To meet the HUD prescribed requirements for anchorage and lateral force resistance, tie-down straps must be of approved materials, installed into approved materials, at the correct angle, in the correct locations throughout the foundation, and assessed by a licensed design professional.
- Q9:** The MFH has tie-down straps installed just at the ends of the home, is this adequate anchorage and to meet the requirements for FHA or conventional lending?
- A9:** No, according to the HUD Permanent Foundation Guide for Manufactured Homes tie-down straps located only at the ends of the MFH typically do not qualify as adequate anchorage and lateral support. The licensed professional engineers at JBE are familiar with the applicable MFH foundation codes and standards and can provide you with a design making your home's foundation code compliant.
- Q10:** The manufactured home has tie-downs installed previously prescribed by another design professional, does that mean it is a permanent foundation?
- A10:** Not necessarily, tie-down straps installed as anchorage for manufactured homes must be located in specific design patterns prescribed in the HUD Permanent Foundation Guide for Manufactured Homes. JBE has commonly assessed homes which are currently non-compliant with regard to the required codes, but have been previously certified by other design professionals. The licensed professional engineers at JBE are familiar with the applicable MFH foundation codes and standards which can save you a lot of money and hassle by recommending solutions to existing non-compliant foundation systems.
- Q11:** Do tie-down straps attached to soil anchors qualify as an approved method for anchorage and lateral support?
- A11:** No, soil anchors are not allowed for anchorage to the foundation in the HUD Permanent Foundation Guide for Manufactured Homes.
- Q12:** Where is JBE able to certify MFH foundations?
- A12:** JBE is able to travel and certify MFH anywhere in Oregon (pricing varies by location).
- Q13:** How much will the foundation certification cost?
- A13:** The cost of the certification varies from location to location. The cost of the certification is based on distance travelled, driving time, the time for the visual assessment, and report writing.

**Please call our office for a quote.**

**541-338-9488**